

**SCP-FSS-003 GENERAL PROPOSAL SUBMISSION
INSTRUCTIONS (JAN 2010)**

- (a) Read the entire solicitation document prior to preparation of the offer.
- (b) All information provided by the offeror shall be current, concise, and complete. It shall demonstrate a thorough understanding of the requirements of this solicitation. By signing and dating the offer, the offeror attests that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) (1) All offers shall include the following Evaluation Factors. Omission of any section or substantial deficiencies within any Factor may result in rejection of the offer.
 - (i) FACTOR 1. Financial Responsibility Determination
 - (ii) FACTOR 2. Corporate Experience
 - (iii) FACTOR 3. Past Performance
 - (iv) FACTOR 4. Project Experience for SIN 132-51 and SIN 132-60f only (IT and IAM Professional Services only)
 - (v) FACTOR 5: Project Experience for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services
 - (vi) FACTOR 6: Information Assurance Minimum Security Controls Compliance for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services only.
 - (vii) FACTOR 7. Price Proposal
- (2) The evaluation factors will be used to evaluate the merit or excellence of the proposed factors, the work to be performed, service to be provided and for fair and reasonable pricing. Award will be made on a SIN by SIN basis. A rating of unacceptable under any Evaluation Factor may result in an "unacceptable" rating for that SIN and that SIN will be rejected. Offerors determined unacceptable for all proposed SINs will be rejected.
- (d) Submit an electronic copy of the proposed pricing via Compact Disc, email or eOffer.
- (e) The attached Commercial Sales Practices Format (CSP-1) shall be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)]. A separate CSP-1 shall be completed for each pricing structure proposed. Provide a rationale for the estimated GSA contract annual sales.
- (f) Offers may be rejected if they do not meet all of the following criteria:
 - (1) Submit "Pathway to Success" training certificate.
 - (2) Submit a signed and dated Standard Form 1449.
 - (3) Submit a completed Vendor Response Document.
 - (4) The offeror currently has an up-dated registration in Central Contractor Registry (CCR).
 - (5) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (6) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (7) Submit a completed Commercial Sales Practices (CSP-1) Format.
 - (8) Submit a complete Small Business Subcontracting Plan (For Large Businesses).
 - (9) Submit Labor Category Matrix (For Professional Services only) (See Sample Attachment).
 - (10) Submit a proposed Authorized Information Technology Schedule Pricelist General Purpose

Commercial Information Technology, Equipment, Software and Services. Guidance for developing the pricelist is attached to the solicitation.

(11) If other than the manufacturer, submit a Letter of Supply

(12) Submit a Dealer / Reseller Spreadsheet (For supplies only) (See Sample Attachment)

(13) Submit course names, brief description, length of course, type of training, location (on or off customer site) and any other pertinent details to the training offered (For SIN 132-50 only)

(14) If other than the manufacturer, submit proof of authorization to provide training course(s) for manufacturer's software and/or hardware products (For SIN 132-50 only)

- (g) (1) Pursuant to FAR 15.404 -- Price Evaluation -- The offeror shall propose a pricing structure consistent with its commercial practices and provide supporting documentation. Pricing shall be submitted and clearly identified as being based either on a "Commercial Price List" or on "Commercial Market Price," as defined in FAR 2.101 ("Catalog Price" and "Market Prices" under the definition of "Commercial Item").

(2) The offeror shall provide supporting pricing documentation for EACH proposed service and supply/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and shall be included in the offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.

- (h) If offering professional services (as defined by 29 CFR 541) (SINs 132-51 and/or 132-60f) --

(1) Offeror shall submit a Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.

(2) The offeror shall include a detailed narrative containing sufficient information for each of the services offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate as well as demonstrate why the GSA price is still fair and reasonable. Any deviation from an offeror's commercial sales practices shall be explained, including the circumstances surrounding and frequency of the deviations.